

**EMPLOYMENT OPPORTUNITY
ANNOUNCEMENT NUMBER: HNALL 13/31**

OPEN TO: All Interested Candidates
POSITION: DoD PEPFAR Administrative Assistant, FSN-8
OPENING DATE: September 26, 2013
CLOSING DATE: October 10, 2013
WORK HOURS: Full-time, 40 hours/week
LENGTH OF HIRE: Long term. Actual filling of the position is contingent upon the availability of funds.

The Embassy of the United States of America in Hanoi is seeking an individual for employment for the position of Administrative Assistant in its Department of Defense (DOD) President's Emergency Plan for AIDS Relief (PEPFAR) program in Hanoi.

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT AGENCIES OR OFFICES UNDER/NOT UNDER CHIEF OF MISSION'S AUTHORITY MUST HAVE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTIONS OF THE POSITION

Incumbent of this position is the Executive Assistant to the DoD PEPFAR Program Manager, overseeing all activities of the Administration Section, providing management guidance and administrative support for ODC/DoD PEPFAR activities, which includes all administration, personnel actions, logistics, procurement, payroll, travel renovations, inventory and overall program management and administrative support associated with the ODC/DoD PEPFAR program office and field sites. The incumbent is responsible for the planning and oversight of the implementation of operational services for all components of the ODC/DoD PEPFAR program, to include Administrative prevention, Care and Treatment and Strategic Information section. The incumbent works very closely with the Program Manager on special projects to improve services for the entire DoD PEPFAR Office. The incumbent also serves as a critical member of the ODC/DoD PEPFAR team assisting in the performance of the full range of advisory, planning/design, development, technical, administrative, monitoring, evaluation and financial management functions critical to the achievement of the Strategic Objective: to improve access to HIV/AIDS services in the military health care system. The incumbent works closely with established technical teams to oversee contractor activities and coordinate multi-sectorial efforts in support of ODC/DoD PEPFAR Vietnam development objectives, and in collecting, analyzing and reporting on progress of activities and recommending project actions. The incumbent is required to follow and adhere to the ODC/DoD PEPFAR Vietnam Code of Ethics and Conduct.

Please contact the Human Resources Office at 3850-5000 X5126 for further inquiries.

QUALIFICATION REQUIREMENTS

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Education and Experience: University/College degree (Bachelors Degree) in the field of Social Work, Public Health, Health Sciences & Administration, Business Management, Public Management or related field is required; and must have at least five years in financial area or in the field of public

health and/or development program management with at least one or more year of this experience with a U.S. Government Agency or other international/local organization or donor.

2. Language: Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested). Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

3. Computer skills: Must demonstrate proficiency in word processing, spreadsheets, databases and other computer application (i.e. Microsoft Office, Excel, PowerPoint, etc.) (this will be test).

4. Knowledge: Must have good knowledge of program finance and budget management and other administrative procedures, regulations and requirements. Knowledge and understanding of Vietnam's health system, especially the public/military health sector, and the appropriate government and non-government entities is critical to the successful performance of the duties assigned to this position and therefore, required. Familiarity with the concepts, principles of HIV/AIDS, STI's and other infectious diseases of importance to Vietnam.

5. Abilities and Skills: The incumbent is required to be able to: 1) obtain, analyze, and evaluate a variety and activity data of DoD PEPFAR program and its implementing partners; 2) organize and present technical information in concise written and oral form; 3) furnish information and advice in assigned areas objectively; 4) follow oral instruction, and organized, prioritize and follow through on all assignments with minimal oversight; 5) type accurately; 6) edit documents; 7) focus on details; 8) demonstrate proficiency in word processing, spreadsheets, databases and other computer skills. The incumbent must also have to maintain contacts at all levels of the host government. The incumbent must be able to transmit and interpret host country government and non-government sector program-related concerns to senior DoD officials and Mission Management. The incumbent must also have excellent interpersonal skills and able to travel extensively throughout Vietnam and the Mekong Region as/when necessary or requested in direct support of DoD/Vietnam and regional program strategic objective and goals.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the bulletin board in the Human Resources Office or on the Embassy website <http://vietnam.usembassy.gov>

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving in a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174). The DS-174 form is available on the U.S. Embassy website <http://vietnam.usembassy.gov>; **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

SUBMIT APPLICATION

Applications should be submitted through email to the address: HanoiHR@state.gov

Subject line must be: (HN VA 13/31) or your application may not be considered;

Please use the online application form [DS-174](#). If you are unable to use the online form, you may download the PDF form [DS-174](#).

We will only accept applications by email. If you encounter a problem, please call Human Resources Office (84-4) 3850-5126 or (84-4) 3850-5127. Please do NOT attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174.

POINT OF CONTACT:

Human Resources Office

Telephone: 84-4-3850-5000 ext. 5126

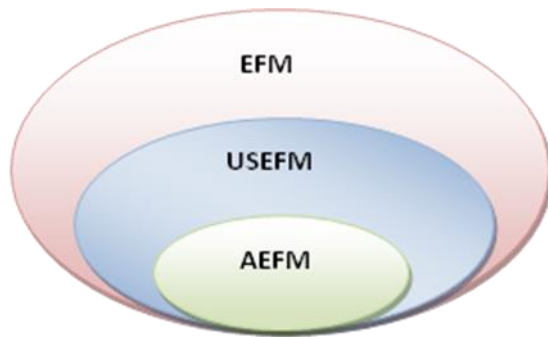
Fax: 84-4-3850-5019

CLOSING DATE FOR THIS POSITION: OCTOBER 10, 2013

(All applications must be received by the closing date to receive consideration. Only short listed applicants will be contacted for interviews. If you do not hear from us within 4 weeks from the closing date, your application was not successful.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence

and **Dependency Report**, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed **service** member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (Yes

or No; if yes, provide number)

H. U.S. Social Security Number and/or Identification Number

I. Eligibility to work in the country (*Yes or No*)

J. Special Accommodations the Mission needs to provide (*Yes or No; if yes, provide explanation*)

K. If applying for position that includes driving a U.S. Government vehicle,
Driver's License Class / Type

L. Days available to work

M. List any relatives or members of your household that work for the U.S.
Government (include their Name, Relationship, & Agency, Position, Location)

N. U.S. Eligible Family Member and Veterans Hiring Preference

O. Education

P. License, Skills, Training, Membership, & Recognition

Q. Language Skills

R. Work Experience

S. References